

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

Notice PF-165

For: State and County Offices

Supplemental 2000 Oilseeds Program (OP) Payments

Approved by: Acting Deputy Administrator, Farm Programs



1 Overview

A

Background

The 2001 Agricultural Economic Assistance Act (AEAA), which was signed by the President on August 13, 2001, authorized the Secretary to use \$423,510,000 of CCC funds to make a supplemental payment to producers of the 2000 crop of oilseeds that previously received a payment under the 2000 Oilseeds Program (OP).

Important: There is no funding available or program authority for the Supplemental 2000 OP payments after September 30, 2001. This is a statutory provision of the AEAA legislation that authorized Supplemental 2000 OP payments.

B

Purpose

This notice provides State and County Offices with:

- information about Supplemental 2000 OP payments
- payment rates
- instructions for issuing and canceling Supplemental 2000 OP payments
- instructions for establishing and canceling Supplemental 2000 OP overpayments
- instructions for printing the PPH Report.

Disposal Date

December 1, 2001

Distribution

State Offices; State Offices relay to County Offices

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2 Payment Rates and Factor

A

Payment Rates

The payment rates used to compute the Supplemental 2000 OP payments are shown in this table. To expedite the payment process, these payment rates were computed by applying a factor of 0.863 to the payment rates established under the 2000 OP Program instead of creating a new rate table.

For example, the Supplemental 2000 OP payment rate for soybeans of \$0.1208 is derived by multiplying the 2000 OP payment rate of \$0.1400 by the factor of 0.863.

Commodity	Supplemental 2000 OP Rates
Soybeans (bu)	.1208
Sunflowers (cwt)	.2246
Flax (bu)	.1070
Canola (cwt)	.2180
Rape Seed (cwt)	.2366
Safflower (cwt)	.2946
Mustard Seed (cwt)	.2781
Crambe (cwt)	.2180
Sesame (cwt)	.5000

Note: The factor was downloaded to all State and County Offices on August 14, 2001. County Offices may begin making payments as soon as County Release No. 466 is received and installed.

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3 Supplemental 2000 OP Payment Information

A

Introduction

The software developed to issue the Supplemental 2000 OP payments is similar to the 2000 OP software. However, the only report option provided for the supplemental payment processing is the option to print PPH.

B

Payment Information

According to AEAA, supplemental payments shall be:

- issued to producers who were determined eligible and received payment under 2000 OP

Note: No further action is required by eligible producers before issuance of the supplemental payments.

- proportional to the 2000 OP payments received by the producer
- issued immediately on receipt of procedure and software, **but no later than September 30, 2001.**

Note: Supplemental payment processing will be disabled on October 1, 2001.

C

2000 Oilseeds Program Overpayments

To ensure that Supplemental 2000 OP payments are issued timely and accurately, County Offices shall make every effort to identify and establish 2000 OP overpayments before running the Supplemental payment process.

D

Release of Software

Supplemental 2000 OP payment processing software was included in County Release No. 465-S. County Offices shall install County Release No. 465-S immediately on receipt. The factor file was downloaded to all State and County Offices on August 14, 2001. However, payments may not be issued until receipt of County Release No. 466, which includes a modification to the accounting table.

E

Administrative Offsets

Administrative offsets shall apply.

Continued on the next page

3 Supplemental 2000 OP Payment Information (Continued)

F

Assignments and Joint Payments

County Offices shall:

- ensure that assignments and joint payments are established before issuing Supplemental 2000 OP payments
- accept and process CCC-36's and CCC-37's according to:
 - 63-FI, paragraph 33 and Exhibit 8 for assignments
 - 63-FI, paragraph 34 and Exhibit 9 for joint payments.

Note: Only those assignments dated on or after August 13, 2001, apply to the supplemental payment.

To establish an assignment in the automated accounting system:

- enter the applicable program code(s) shown below in the "Other" field on Accounting Assignment/Joint Payment Screen AZK10020, as instructed in 63-FI, paragraph 112:
 - "00SOYAOILSUPL" for soybeans
 - "00FLXOILSUPL" for flaxseed
 - "00CANOILSUPL" for canola
 - "00SUNOILSUPL" for sunflower seed
 - "00RAPOILSUPL" for rape seed
 - "00SAFOILSUPL" for safflower seed
 - "00MUSOILSUPL" for mustard seed
 - "00CRAMOILSUPL" for crambe
 - "00SEMEOILSUPL" for sesame.

Notes: If multiple oilseed crops are assigned, an assignment must be established for each applicable program code.

Do **not** place an "X" in the "Oilseed Program" field displayed on Screen AZK10020. The assignment system will not recognize the supplemental oilseed assignment if this box is checked.

4 Processing Supplemental 2000 OP Payments

A

Accessing Payment Processing Options

Access Supplemental 2000 OP payment processing options from Menu FAX250 according to this table.

Step	Menu or Screen	Action	
1	FAX250	ENTER “3” or “4”, “Application Processing”, as applicable, and PRESS “Enter”.	
2	FAX09002	Enter appropriate county on Office Selection Menu, if applicable, and PRESS “Enter”.	
3	FAX07001	ENTER “11”, “PFC/Compliance”, and PRESS “Enter”.	
4	M00000	ENTER “1”, “NAP and Disaster”, and PRESS “Enter”.	
5	MH0000	ENTER “3”, “Oilseeds Program”, and PRESS “Enter”.	
6	MHC0YR	ENTER “2”, “2000 Crop Year”, and PRESS “Enter”.	
7	MHAR00	ENTER “4”, “Supplemental Payment Processing”, and PRESS “Enter”. The main menu for Supplemental Payment Processing, Menu MHAXP0, will be displayed.	
		If the user wants to...	THEN on Menu MHAXP0, ENTER...
		access options to:	
		<ul style="list-style-type: none">• issue supplemental payments• cancel a supplemental payment/overpayment• print a supplemental PPH report	<p>“1”, “Issue Supplemental payments/overpayments”</p> <p>“2”, “Cancel Supplemental payment/overpayment”</p> <p>“3”, “Supplemental PPH Report”.</p>

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4 Processing Supplemental 2000 OP Payments (Continued)

B Issuing Supplemental Payments

Follow the procedure in this table to issue supplemental 2000 OP payments.

Step	Action	Result
1	On Menu MHAXP0, enter "1", "Issue Supplemental Payments/Overpayments".	Screen MHAXPS01 will be displayed.
2	On Screen MHAXPS01, enter the ID of the selected printer.	Screen MHAXAC01 will be displayed.
3	<p>On Screen MHAXAC01, do either of the following:</p> <ul style="list-style-type: none"> PRESS "Enter" to continue with the payment batch PRESS "Cmd7" to end the payment batch. 	<ul style="list-style-type: none"> Payment Exception Report will be printed for payables that cannot be issued. Payables will be passed through the accounting interface. Screen ANK00201 will be displayed.
4	Complete payment processing and print the transaction statement.	

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5 Cancelling Payments

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When to Cancel a Payment

The provisions for canceling 2000 OP payments also apply to canceling Supplemental 2000 OP payments. County Offices shall follow 1-PF, paragraph 1353 to determine whether a supplemental payment should be cancelled through the Supplemental 2000 OP payment process or the accounting process.

Reminder: Payments shall not be canceled through the payment process if the payment has been issued to the producer. This includes situations where:

- CCC-184 has been mailed to the producer
 - EFT has been transmitted to KCFO for processing.
-

B

Canceling a Supplemental 2000 OP Payment

County Offices shall follow the procedure in this table to cancel Supplemental 2000 OP payments.

Step	Action		Result
1	On Menu MHAXP0, enter "2", "Cancel Supplemental Payment/Overpayment".		Screen MHAXPS01 will be displayed.
2	On Screen MHAXPS01, enter the ID of the selected printer, and PRESS "Enter".		Screen MHAXAG01 will be displayed.
3	IF the user wants to...	THEN...	Result
	continue with the payment cancellation	<ul style="list-style-type: none">• enter the following data:<ul style="list-style-type: none">• producer's ID number and type• last 4 digits of the producer's ID number or the producer's last name• transaction number.	If there is a record on the payment history file that matches the criteria entered, Screen MHAXAG02 will be displayed.
	end processing without canceling the payment.	PRESS "Cmd7".	Menu MHAXP0 will be displayed.

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5 Cancelling Payments (Continued)

B Canceling a Supplemental 2000 OP Payment (Continued)

Step	Action		Result
4	Screen MHAXAG02 provides users with information about the payment being canceled, including:		
	<ul style="list-style-type: none"> • producer's name, ID number, and type • oilseed crop name • transaction number • date the payable was issued • payable amount. 		
	IF the user wants to...	THEN...	Result
	cancel a displayed payment	Enter "Y" to the question, "Do you wish to cancel this payment?", and PRESS "Enter".	Screen MHAXAG02 will be redisplayed. Note: Press "Cmd5" to confirm cancellation.
	end without canceling the payment.	PRESS "Cmd7".	Menu MHAXP0 will be redisplayed.

6 Supplemental 2000 OP Overpayment Processing

A Overpayment Processing

The software developed for processing Supplemental 2000 OP overpayments is similar to the 2000 OP overpayment process. However, the Supplemental 2000 OP overpayment process is separate from the 2000 OP overpayment process. Therefore, an overpayment established in the 2000 OP overpayment process must be established separately in the Supplemental overpayment process.

The provisions for establishing a 2000 OP overpayment also applies to establishing a Supplemental 2000 OP overpayment.

Example: A producer received both 2000 OP payments and Supplemental 2000 OP payments. The producer is later determined ineligible for the 2000 OP, and the automated CCC-780 is revised to remove the approval date. The overpayment process must be accessed and a receivable established in both the 2000 OP and the Supplemental 2000 OP overpayment processes.

B Processing an Overpayment

After any applicable corrections are made to the automated CCC-780, follow this table to establish a Supplemental 2000 OP overpayment.

Step	Action	Result
1	On Menu MHAXP0, enter "1", "Issue Supplemental Payments/Overpayments".	The overpayment process will run for all producers on the payment history file to determine which producers were overpaid. Screen MHAXPS01 will be displayed.
2	On Screen MHAXPS01: <ul style="list-style-type: none"> enter the printer ID number PRESS "Enter". 	Screen MHAXAB0A will be displayed.

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6 Supplemental 2000 OP Overpayment Processing (Continued)

B
Processing an
Overpayment
(Continued)

Step	Action	Result	
3	Screen MHAXAB0A allows the user to enter the applicable debt basis code.		
	IF user wants to...	THEN...	Result
	continue processing the overpayment Note: Refer to 1-PF, subparagraph 1357 D for valid debt basis codes.	PRESS “Enter” to continue.	Screen MHAXAB0B will be displayed to enter interest data, if applicable.
	skip processing the overpayment	PRESS “Cmd2”.	Overpayment is skipped, but remains on payment history file for later processing.
4	Screen MHAXAB0B will be displayed if the debt basis code entered requires that interest be charged. Enter: • interest start date • interest rate. PRESS “Enter” to continue. Notes: Refer to 1-PF, paragraph 1357 for procedure on when to charge interest. Refer to 50-FI for applicable loan interest rates.	Screen MHAXAB0C will be displayed to confirm overpayment.	

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7 Supplemental 2000 OP Overpayment Cancellation Process

A

Introduction

If it is determined that an overpayment has been processed erroneously, the overpayment may not be canceled until subsequent transactions, such as collections applied to the receivable, have been canceled in CRS.

Note: See 67-FI for deleting transactions.

B

Cancelling an Overpayment

Follow the steps in this table to cancel erroneous overpayments.

Step	Action	Result	
1	On Menu MHAXP0, enter “2”, “Cancel Supplemental Payments/Overpayments”.	Screen MHAXPS01 will be displayed.	
2	On Screen MHAXPS01, enter the ID of the selected printer, and PRESS “Enter”.	Screen MHAXAG01 will be displayed.	
3	Screen MHAXAG01 requires the user to enter specific data about the payment to be canceled.		
	IF the user wants to...	THEN...	
	continue with the overpayment cancellation	<ul style="list-style-type: none">enter the following data:<ul style="list-style-type: none">producer’s ID number and typelast 4 digits of the producer’s ID number or the producer’s last nametransaction number.	If there is a record on the payment history file that matches the criteria entered, Screen MHAXAG02 will be displayed.
	end processing without cancelling overpayment	PRESS “Cmd7”.	Menu MHAXP0 will be redisplayed.

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7 Supplemental 2000 OP Overpayment Cancellation Process (Continued)

B Cancelling an Overpayment (Continued)

Step	Action		Result
4	Screen MHAXAG02 provides users with information about the payment being canceled, including:		
	<ul style="list-style-type: none"> • producer's name, ID number and type • oilseed crop name • transaction number • date the receivable was established • net overpayment amount. 		
	IF the user wants to...	THEN...	
	cancel a displayed overpayment	On Screen MHAXAG02: <ul style="list-style-type: none"> • Enter "Y" to the question, "Do you wish to cancel this overpayment?". • PRESS "Enter". 	Screen MHAXAG02 will be redisplayed. Note: Press "Cmd5" to confirm cancellation.
	end without canceling the overpayment.	PRESS "Cmd7".	Menu MHAXP0 will be redisplayed.

8 PPH Report

A Using the PPH Report

The PPH Report provides data from the payment history file for a selected producer. The report displays all payments issued, canceled, and refunded by date.

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8 PPH Report (Continued)

B Printing the PPH Report

Step	Action	Result
1	On Menu MHAXP0, ENTER “3”, “Supplemental PPH Report”, and PRESS “Enter”.	Screen MHAXPS01 will be displayed.
2	On Screen MHAXPS01, enter the ID of the selected printer and PRESS “Enter”.	Screen MHAXAG01 will be displayed.
3	On Screen MHAXAG01: <ul style="list-style-type: none"> enter the producer’s ID number the last 4 digits of the producer’s ID or the last name of the producer to be selected PRESS Enter. 	Screen MHAXPS01 will be redisplayed to allow user to select additional producers. When all producers have been selected, PRESS “Cmd7” to print reports.